

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, July 8, 2014

Attendants:

BOARD-

Pam Merkadeau (PM) (arrived at 7:17 PM)
Michelle McNeil (MM)
Hal Carroll (HC)
Jim Sell (JS) (arrived at 7:17 PM)
Absent: Johanna Anton (JA)

STAFF-

Brigitte Shearer (BS)
Mike Koenig (MK)
Rebecca Hitchcock (RH)

CALL TO ORDER

The meeting was called to order at 7:10 pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

Board Member JS made a motion to approve the minutes of the May 13, 2014 Regular Board Meeting (HC second). The Board voted as follows: JS: Yes, HC: Yes, PM: yes, MM: Yes, JA: absent.

INTRODUCTION OF GUESTS

Liesje Nicholas
Rachael Webster

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. EEC – This year's Graduation Ceremony was a great success. Revenue for 2013-14 will slightly exceed budget. A new teacher began late June and interviews are underway for a floating teacher position.
- b. ASP – ASP has exceeded its revenue goals for this FY. Expenses are under budget, except misc. expenses, which is due to new staff hiring costs. Summer camp is 95% full. Summer staff has been hired and is by now well-versed on camp operations.
- c. Pool – The Junior Lifeguard program is very strong this year, as are diving classes. Volunteers at the snack shack and as teaching assistants have been very helpful. July 4th went very well at the pool this year.

- d. Seasonal –Program revenue is a bit lower than budgeted, but rental income was higher than budgeted. New programs are being planned for the coming year. A Recreation Coordinator has been hired.
- B. Facilities & Grounds – New sand has been added to the playgrounds. There is new flooring in all kitchen areas. Parking seems to be under control this summer. The Rec prepared for and recovered from July 4th quite well.
- C. Administration – Particular staff deserve recognition for their excellent assistance on July 3rd and 4th:
 - Steve Risso
 - Brenda Tam
 - Rebecca Hitchcock
 - Jeff Franco
 - Michaela Johnson-Carroll
 - Cynthia Fregoso
 - Jeff Franco
 - Lifeguards

COMMITTEE REPORTS

Ad Hoc Finance Committee – The committee is awaiting FY numbers to finalize the 2014-15 budget.

FINANCIAL REPORT

The Rec. has just completed its fiscal year. However, year-end numbers in the current financial reports are still preliminary. Final numbers will be provided when available. We are still awaiting property tax revenue and invoices for expenses incurred in 2013-14. The Board reviewed the financial reports.

UNFINISHED BUSINESS

- A. Gym Ceiling Update – We are awaiting a final window quote. We have the painting quote in place for the ceiling and are awaiting one for the walls. We will only do minor electrical upgrades. Additional acoustical samples and quotes have been obtained. Outdoor lighting enhancements were also discussed.
- B. GM Performance Review – The review template has been distributed to Board Members and BSS and will be sent to staff shortly. All feedback will be submitted to Board Member PM for tabulation and will then be discussed at the August 12th meeting during a closed session, which will begin at 6:30pm.

NEW BUSINESS

- A. Grand Jury Report: Recommended changes to the HRD website were completed by June 30. The Board discussed the written response to the Grand Jury. Board Member HC made a motion to approve the response (PM second). The Board voted as follows: JS: Yes, HC: Yes, PM: yes, MM: Yes, JA: absent.
- B. Biennial Code of Conduct Review: Board Member PM made a motion to approve the Code of Conduct policy. The Board voted as follows: JS: Yes, HC: Yes, PM: yes, MM: Yes, JA: absent.
- C. Ad hoc Finance Committee Meeting Schedule: The Committee will meet in late July, date tbd, to review YE and budget numbers.
- D. UPCOMING MEETINGS: AUGUST 12 (Closed session at 6:30 PM); SEPTEMBER 9

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member PM's questions were addressed. Board Member JS made a motion to pay the bills (HC second) and the motion passed. JS: Absent, HC: Absent, PM: Yes, MM: Yes; JA: Absent

ADJOURNMENT

Board Member JS made a motion to adjourn the meeting (PM second) and the motion was passed. JS: Yes, HC: Yes, PM: Yes, MM: Yes; JA: Absent. The meeting was adjourned at 8:09 pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary